

Small Business Registration Fact Sheet

Definition of a Small Business:

- A Small Business, as defined in The Small Business Act, is "one that is independently owned and operated and which is not dominant in its field of operation." The numeric values for determining a Small Business vary across industry.
- The United States Small Business Administration (SBA) considers a number of factors to determine the qualifying numeric values. These include, but are not limited to, degree of competition, average firm size, start-up costs and entry barriers, and distribution of firms by size.
- The SBA defines Small Business size. Size standards have been established for types of economic activity, or industry, generally under the North American Industry Classification System (NAICS).
- NAICS assigns codes to all economic activity within twenty broad sectors. A full table is published annually, which displays a size standard with an NAICS Industry or U.S. Industry code.
- To find out if your business is classified as a small business, please visit <http://www.sba.gov/size/sizetable2002.pdf>.

Registering a Small Business:

- Vendors must register their small business through the Central Contractor Registration (CCR) system. Developed by the Department of Defense (DoD), and PRO-Net, the CCR serves as a database of small businesses by the SBA. DoD and PRO-Net have recently merged to provide a single searchable database for agencies and vendors.
- The CCR collects and maintains specific information about and pertaining to small businesses. The database provides agencies with the ability to search for companies based on certain criteria including abilities, size, location, experience, and ownership.
- To begin the registration process, vendors should log into the CCR website at <http://www.ccr.gov/> and click on "Start New Registration".
- Each vendor must first register for a DUNS number in order to register with Central Contractor Registration (CCR). The DUNS number is the proprietary means of identifying business entities on a location-specific basis.
- After filling in the required information about the business, a DUNS number will be generated and sent via email within 48 hours. The vendor may then proceed to register with the CCR.
- Once registration has been processed and approved, the vendor will receive *two* emails. This first notice is to welcome the vendor to CCR and will include a copy of the registration. The second notice contains the confidential Trading Partner Identification Number (TPIN).
- Vendors must be sure to update and renew registration annually to maintain active status in order to continue participation in the Reverse Auction Program.

- For more information or questions regarding Small Business Registration, please visit <http://www.sba.gov/businessop/marketing/register.html> or www.ccr.gov, or call, 1-888-227-2423.